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**UNIVERSITY TECHNOLOGY MARA
SHAH ALAM
FACULTY OF OFFICE MANAGEMENT AND TECHNOLOGY**

**ETR 300
(ENTERPRENEURSHIP)**

TENDER LOVING CARE HOME (TLCH)

Prepared For:

**Puan Fauziah Pawan
Pn. Hj. Saidah Hj. Salleh**

Prepared By:

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**Date of Submission:
AUGUST 30, 2001**



ACKNOWLEDGEMENT

Our greatest appreciation goes to those who gave so freely of their time and advice, their good counsel through the finishing of our business plan. In particular, we are most grateful to our ETR lecturers Puan Fauziah Pawan and Puan Hajjah Saidah Haji Salleh for played an important role initiation of this business plan

We have also been considerably by the support of our school lectures from MEDEC and by the encouragement of our colleagues. We are also thankful for the entire lecturer who examines our work in preparing the business plan for the subject ETR 300.

This subject has given us a lot of benefits and experience especially on the earlier of our career it can directly helped and exposed all of student in UiTM as a capable students and has the ability to face challenge in the future ahead.

Our sincere appreciation also extends to those who have provided many useful comments, suggestion and information during the finishing of this assignment. Instead of giving us a good knowledge, ETR 300 has awaken us that with the great efforts and desire we can easily find the ways to be a successful person especially on the beginning of our career to open a business.

We had been through a lot of hard situation, and challenges when preparing this project. But with the helps of our group members and with all their effort we are able to settle the problems, thus had shown us the real pictures and situation we should face to qualify us to be a successful entrepreneur in the industry that we force in.

Once again we would like to send our greatest appreciation to all of our members in creating and preparing the Business Plan for *Tender Loving Care Home*, the business that we choose to force in for the subject of ETR 300.

For many others, unknown to us, who have move to fill our objective, thanks to all of them. We believe this business plan has captured the fundamentals of our efforts.



An Agreement Letter

This agreement letter dated on 3rd March 2003 between the members of the shareholders of this company. This company will run a business of a private old folks home named Tender Loving Care Home (TLC Home). The members of shareholders are listed below:

1. Nik Wan Noor Zumi W.Ramli 800320-03-5268
2. Milfadzhilah Mohd Jamil 800716-10-5488
3. Noorhayate Md. Yusak 800620-07-6042
4. Maya Emelia Yusof 800831-01-6456
5. Anisah Abdul Rahim 800512-08-6860

As a General Manager, Nik Wan Noor Zumi Wan Ramli (800320-03-5268) will held this agreement between the members of TLC Home.

Type of business : Partnership
Period : 20 Years
Starting Date : 3rd August 2003

This condition were agreed and promised by all of us as stated below;

- The business that we run was stated on the Business Act 1956 (Amend 1978).
- This business will be known as Tender Loving Care Home (TLC Home).
- All the profit and liabilities of our company will be divided according to each contribution to this company that stated as follow;

| No | Name of member | Profit |
|----|-----------------------------|--------------|
| 1. | Nik Wan Noor Zumi Wan Ramli | RM100,000.00 |
| 2. | Milfadzhilah Mohd. Jamil | RM30,500.00 |
| 3. | Noorhayate Md. Yusak | RM30,500.00 |
| 4. | Maya Emilia Yusof | RM30,500.00 |
| 5. | Anisah Abdul Rahim | RM30,500.00 |



- The amount of capital contributes from us is RM500,000.00.
- The position has been agreed by all of us stated as below;

| Name | Position |
|-----------------------------|------------------------|
| Nik Wan Noor Zumi Wan Ramli | General Manager |
| Milfadzhilah Mohd. Jamil | Marketing Manager |
| Noorhayate Md. Yusak | Operation Manager |
| Maya Emilia Yusof | Administration Manager |
| Anisah Abdul Rahim | Finance Manager |

- The salary for each shareholder is same including allowances and bonus (if have).
By the way, it is depends to the profitability of the businesses.
- Each shareholder is allowed to take her leave 60 days per year.
- It is under the responsibility of our niches to maintain a good judge of our company.
- It is under the responsibility of us to keep all the business personnel information.
All the information of the business that to be offered or announced to the public must have an agreement from each shareholder.
- For those shareholders that has been proclaimed as bankrupt by the court cannot claim any compensation and all the capitals contribution also cannot be claimed and it will be a full asset to us.
- All the assets that bought under the name of our company are belongs to our company and cannot be used illegally.
- The shareholder cannot be accused or being accused at the court if there is a problem occur in dividing the capital, because it has been agreed by all of us.
- This company bas the right to claim any compensation that suitable from the ideas of new shareholder.
- All drawing must be arranged through the "Company Cheque" and it must be signed and agreed by the manager.
- If happens any death, incapable either mentally or physically or if one of the shareholder is out of this company, this company will not be adjourned and other shareholders can appoint new shareholder or not.
- The shareholders must "inherent" one person in heir's form that was attached together with this agreement.



- For those shareholder's heir who had passed away (which has named by the shareholder) are qualified to be a new members if interested and not to claim any compensation with any value, to participate in this company.
- If not interested, the shareholder's heir will be paid the compensation that have been agreed by the others as to repay back the shareholder that has passed away. If the heir passed away or being ordered by court, will no be able to claim any assets from the company. Therefore, the other shareholders have to rename it to the other heir.
- Any condition that was not written in this agreement is using the Act of Partnership (Amendment 1974).
- This agreement has been agreed if there is any changes required have to refer to other members first, according to a majority.
- Each members of this company must be honest, trustworthy, loyalty, clean and discipline to each other.